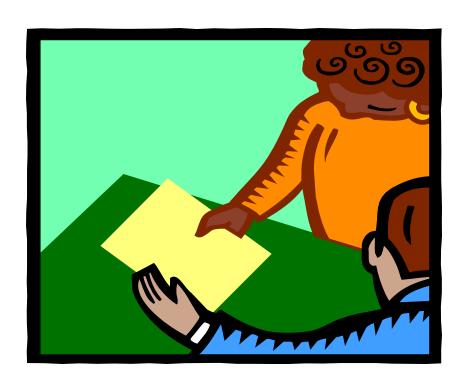
It's Your Future . . . You Fill in the Blanks!

APPLICATIONS



Role of the Application

- It becomes a "calling card".
- Screens you Out/In.
- Creates an agenda for the interview.

Helpful Hints . . .

- Take your time & FOLLOW DIRECTIONS!
- □ Always Print or Type.
- Use a Pen -- NOT Pencil.
- Neatness counts A LOT!!
- Answer every question.
- Don't give an expected salary, write "Open" or "Negotiable".

Helpful Hints . . . (cont.)

- Use a copy of your resume as a guide.
- Be accurate. Check spelling, etc.
- Make sure your reason for leaving each job is a good one.
- Get permission from your references.
- Be honest. No exaggerating.
- Don't forget to sign & date the application.

Application "Info"

- Personal Information
- Are you authorized to work in the U.S.?
- ■Are you over the age of 18?
- Hours available to work

Application "Info" (cont.)

- Position applying for
- Are you willing to relocate?
- Date available to start work
- Education and Training
- List Honors, Achievements, Memberships & Activities

Application "Info" (cont.)

- Criminal record
- Work History
- References from former or present employers
- Character references from someone other that a former employer or relative

Application "Info" (cont.)

Open-Ended Questions

- Require more than Yes/No Answers
- Usually 2 or 3 short sentence answers
- ☐ Be clear, concise & POSITIVE

There is <u>NEVER</u> a second change to make a good first impression . . .

- Be well groomed
- Dress appropriately
- Be prepared
- Bring copies of your resume
- Read all questions BEFORE beginning
- If you have questions, ask the person who gave you the application

Above All....

SELL YOURSELF!!